



## **System for Time & Attendance Reporting**

**TRAINING MANUAL - VERSION 3 (2004)**  
*Building JCL Excerpt*

## BUILDING JCL

This option allows the individual transmitting the T&A to build a **JCL (Job Control Language)** record. The JCL that is built is displayed in the JCL Deck box at the middle of the window. JCL must be built for each contact point. The JCL is built once or when changes need to be made to the JCL.

### Build JCL

1. Click **[Transmit]** on the STARweb Main Menu. The Build JCL window is displayed.

**Build JCL**

Transmit Close

**JCL Parm**

Test/Prod: PROD Job Name Id: FP TIMEX0

Remote Id: 00000

Job Card Comments:

Build Save Delete

**JCL Deck**

```
/FPTIMEX JOB (2166015285,TSO-----),20000,  
/ CLASS=A,MSGCLASS=A,TIME=10,MSGLEVEL=(0,0),  
/ USER=USCB,PASSWORD=(*password),  
PROUTE PRINT U000  
POUTPUT ST COPIES=1,BEST=LOCAL  
PROC0010 EXEC INCP0000  
JSTEP0020,TIMEX002 DD *
```

**Contact Point**

Agency	State	Town	Unit	TR Code	Identifier
00	01	0000	00	00	152050
04	01	0000	02	00	143242

Copy to

Search By

Agency: ☐

State: ☐

Town: ☐

Unit: ☐

Timekeeper: ☐

Search

2. Select the applicable contact point for which the JCL is being added or updated.
3. Complete the fields in the JCL Parm box as follows:
  - Test/Prod** - The JCL files can be changed to send transmission files as a test (Test) or can be changed to send transmission files to production (Prod). If "test" is entered, the cursor moves to the Remote Id field. If "Prod" is entered the cursor moves to the Job Name Id field. (Required field)
  - Job Name Id** - Type FP for USDA agencies. (Required field)

**NOTE:** If you are using the STARweb training site enter **TEST** into this field. DO NOT enter **PROD**. If you are in production and need to transmit real T&As, enter **PROD**. Do not enter **TEST** or NFC will not receive the T&A's.

**Remote Id** - Type your NFC-assigned printer ID. Example, Remote Id: U8869. (Required field)

**NOTE:** The NFC printer ID should not contain spaces or hyphens.

**Job Card Comments** - Type agency information, as needed, such as telephone number, initials, contact information, etc. (Optional).

4. Click **[Build]** to display the resulting JCL. Review the Job Control Language that appears.

5. Click **[Save]**. JCL is established and appears in the middle portion of the window.

6. If further updates are needed after the JCL is established, make the applicable changes in the JCL Parm box and Click **[Build]** to change the JCL.

7. Once all changes have been made, click **[Save]**.

**NOTE:** If you do not click Build and Save your JCL has not been built properly.

## Copy JCL to Another Contact Point

This option allows the individual transmitting the T&A to copy JCL from one contact point to one or more contact point(s).

On the Build JCL window:

1. Select the applicable contact point that contains the JCL to be copied.

2. Click **[Copy To]**. The Copy Function pop-up appears.

Agency	State	Town	Unit	TR Code	Identifier
34	06	1570	34	03	126040
34	08	0000	10	01	123660
34	00	0000	30	01	112530
34	08	0000	50	04	143230
34	08	0000	65	01	133000
34	11	0000	07	02	152050
34	11	0000	17	00	103242
34	12	2501	38	02	134614
34	17	0220	50	01	104514

3. Select the contact point(s) to which the JCL will be copied.

4. Click **[Copy]**. The JCL is copied.

5. Click **[Close]** to close the window.